



**TRAINING AND EXPERIENCE QUESTIONNAIRE FOR**  
**GRADUATE INTERN-PART TIME**  
(Dept. of Neighborhood Services)

**Any format modification made to this document will result in immediate rejection**

**NAME** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**DAY PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_**

**EVENING PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_**

**Best time to reach by phone: \_\_\_\_\_ (AM/PM)**

**WE URGE YOU TO MAKE COPIES OF ALL APPLICATION MATERIALS YOU SUBMIT**

**MAIL TO: City of Milwaukee  
Department of Employee Relations  
200 East Wells Street, Room 706  
Milwaukee, WI 53202-3554**

**READ CAREFULLY BEFORE SIGNING:** The answers to the questions on the attached pages are true and complete to the best of my knowledge. I understand that falsification of this form may result in disqualification or removal from a City position.

**YOU MUST SIGN AND DATE THIS FORM.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

## I. EDUCATION:

- A. Are you currently enrolled in graduate school? \_\_\_\_\_ Yes \_\_\_\_\_ No  
If no, when will you be enrolled? \_\_\_\_\_ Month/Year
- B. Name and location of school \_\_\_\_\_
- C. Are you attending? \_\_\_\_\_ Full-time or \_\_\_\_\_ Part-time
- D. Dates Attended: From \_\_\_\_\_ To \_\_\_\_\_  
Month/Year Month/Year
- E. Number of credits completed \_\_\_\_\_  
Number of credits you are taking now \_\_\_\_\_
- F. Type of degree you will have when you graduate (e.g., MA, MS, Ph.D.) \_\_\_\_\_  
Major \_\_\_\_\_ Minor \_\_\_\_\_  
Thesis title \_\_\_\_\_
- G. Anticipated date of graduation \_\_\_\_\_  
Month/Year
- H. Current GPA \_\_\_\_\_ as of \_\_\_\_\_  
Month/Year
- I. Major Professor or Advisor \_\_\_\_\_ Phone \_\_\_\_\_
- J. Coursework completed which is directly related to your major and career goals:  
PLEASE ATTACH TRANSCRIPTS TO THIS FORM.

NAME OF COURSE	DATE TAKEN	GRADE

- K. Please describe any other education or training you have successfully completed which relates to your major or career goals (be sure to include name of institution and dates).

---

---

---

---

## II. ORGANIZATION AND ACHIEVEMENTS:

Are you now or have you been a member of any student or professional organizations relating to your major and career goals? If yes, indicate:

NAME OF ORGANIZATION	DATES OF MEMBERSHIP	OFFICES HELD

Please describe any achievements such as awards, honors, distinctions, citations, publications, or other recognition (include dates received):

---

---

## III. INTERESTS AND CAREER GOALS

A. What are your career goals? Please be as specific as possible.

---

---

---

---

---

B. In what area(s) would you like to do an internship?

---

---

## IV. RELATED EMPLOYMENT HISTORY

A. List and briefly describe any employment related to your major field of study and career goals.

1. Employer\_\_\_\_\_
2. Employer's Address\_\_\_\_\_
3. Your Title \_\_\_\_\_

4. From \_\_\_\_\_ to \_\_\_\_\_ Hours Per Week \_\_\_\_\_  
Month/Year Month/Year
5. List and briefly describe the major duties you performed in this job and the approximate percentage of time spent performing each duty. (Total of all percentages should equal 100%.)

\_\_\_\_ % \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_ % \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_ % \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_ % \_\_\_\_\_  
\_\_\_\_\_

- B. 1. Employer \_\_\_\_\_
2. Employer's Address \_\_\_\_\_
3. Your Title \_\_\_\_\_
4. From \_\_\_\_\_ to \_\_\_\_\_ Hours Per Week \_\_\_\_\_  
Month/Year Month/Year
5. List and briefly describe the major duties you performed in this job and the approximate percentage of time spent performing each duty. (Total of all percentages should equal 100%.)

\_\_\_\_ % \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_ % \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_ % \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_ % \_\_\_\_\_  
\_\_\_\_\_

(Attach additional sheets using same format as necessary.)

## V. ADDITIONAL INFORMATION

Describe any other qualifications, experience or background information which you believe qualify you for this position.

---

---

---

---

---

---

VI. Describe your experience in research, and report-writing, including data analysis and statistics. This can be experience either from work or school projects. Include a statement of the types of research tools you used (i.e. library, interviews, computer programs, etc.).

---

---

---

---

---

---

---

---

VII. Give an example of a work or school situation where you encountered a problem and took the initiative to solve it.

---

---

---

---

---

---

---

---

VIII. In addition to the training and experience questionnaire, you will also be evaluated on a written exercise. Please complete the attached writing exercise and return it, along with your application, training and experience questionnaire, undergraduate and graduate grade transcripts, to:

City of Milwaukee  
Department of Employee Relations  
Attention: Graduate Intern Applications  
200 East Wells Street, Room 706  
Milwaukee, WI 53202-3554

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**WRITTEN EXERCISE FOR**

**GRADUATE INTERN**

**SITUATION:**

*Alderman Smith has suggested that all Graduate Intern positions be eliminated in the City of Milwaukee budget. As an Intern, your supervisor, Jane Parker, has asked you to draft a memo in her name to Alderman Smith in response to this suggestion. This memo should describe the merits and benefits of these positions to the City of Milwaukee, as well as the advantages the student gains by holding such a position.*

**INSTRUCTIONS:**

Draft a one-page handwritten or typed memorandum in response to the situation described above.

Your writing sample will be evaluated based on the following:

- Correct sentence structure
- Use of proper grammar
- Use of correct spelling
- Thoroughness of memo

*Fill in your name and date at the top of this sheet and attach your completed memorandum to your application materials.*